


# Setting the background



To set background:

1. Right click and choose "Set Background"
- or
2. Go to Format>Background
3. Choose from the options there.

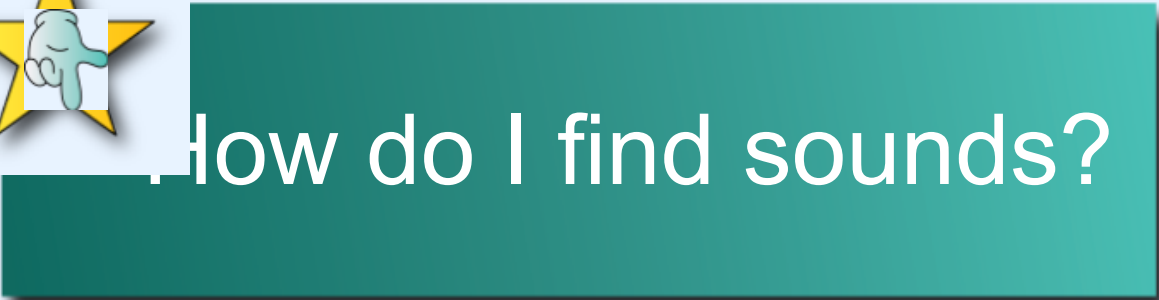

NOTE: This only sets the background for the page you are viewing, not the whole file.




## Using hot spots to create excitement in the classroom



Hot spots are interactive flash tools that are available in maps, human body, grid venn diagrams and custom. Use the custom option to have students identify planets, cell parts, organs, plants, etc... Set to score the activity or leave that option off!



# How do I find sounds?



Directions for searching for sounds online:

1. Go to [www.google.com](http://www.google.com)
2. Type in a search and add .mp3 after the word. (E.G. Elephant.mp3)
3. Find the link you like and click on it to hear it.
4. Down load the link. (for Mac hold down the Ctrl key while clicking on the link. For PC right click on the link.
5. Choose download link as or save link as and choose save.
7. Highlight the object that you want to add the link to. Use the arrow to go to sound and then add the sound by browsing to where it was saved. Choose to launch it through the corner icon or the object itself.

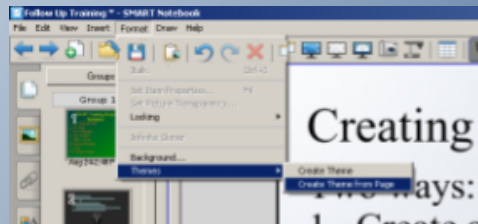
## Creating a theme

Two ways:

1. Create a theme from a page you created
2. Create theme and choose background and fonts

### Creating Theme from Page:

1. Go to Format
2. Choose Themes
3. Then choose "Create Theme from Page."
4. The new theme created will contain everything on your page
5. Choose "Save Theme."



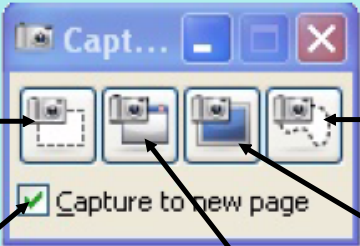
### Creating a Theme:

1. Follow the above steps only choose "Create Theme."
2. You will choose background color(s) and can place pictures on page.
3. Choose a font and font size.
4. Click "Save Theme."

# SCREEN CAPTURE TOOLS

Draws a square around the image you want to capture.

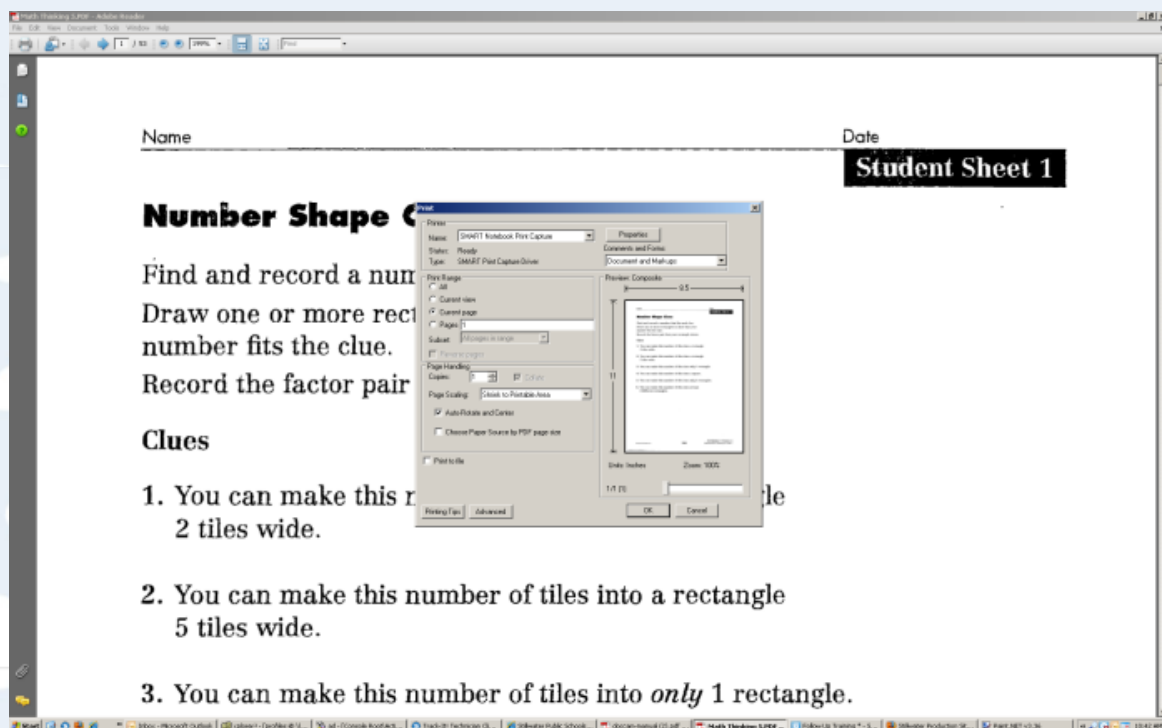
Draw a freehand shape around any image to capture it.



Check the box to place image on new page. Uncheck to put image where your cursor is.

Captures a section of the screen.

Captures the entire screen.



# Media Conversion



FLV File Download  
Available



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Conversion Site Below



FLV File Download  
Available



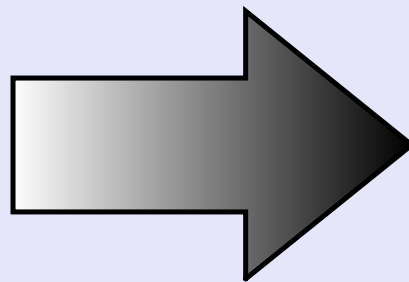
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.MOV

.WMV

URL's



.FLV





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To convert a file located on your computer : Check File mode, click Browse and choose the file, select input format (if autodetection fails) and output format, submit the form.

File



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Media Convert site

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If the file cannot be saved as a FLV file, you must convert it to a FLV file.  
To do this save the file in what ever format it will save as... i.e... .wav, mvw, etc..  
Open up <http://www.zamzar.com/>

The screenshot shows the Zamzar website with the following elements:

- Header:** ZAMZAR BETA, Free online file conversion, Home | Manage Files | Conversion Types | Tools | Blog | FAQ | Pricing & Signup. There are also fields for Email address and a password, with links for Login and Register.
- Banner:** A large image of two chameleons with the text "Have you ever wanted to convert files without the need to download software ?".
- Advertisements:** A banner for "whatadifference.org" and a "NEW" badge for "Want more from Zamzar ?" which lists features: Convert 1GB files, Convert faster, 100 GB inbox, and No ads.
- Navigation:** Tabs for "Convert Files", "Download Videos", and "Manage Files".
- Conversion Steps:**
  - Step 1:** Select files or [URL](#) to convert (up to 100MB - [want more ?](#)). It includes a text input field and a "Browse..." button.
  - Step 2:** Choose the format to convert to: "Convert file(s) to:" with a dropdown menu.
  - Step 3:** Enter your email address to receive converted files: A text input field.
  - Step 4:** Convert (by clicking you agree to our [Terms](#)): A "Convert" button.

Browse to where the file has been saved.

In the second step scroll to the video formats section and highlight flv.

